

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CHEMISTRY LABORATORY TECHNICIAN

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future Technical Bargaining Unit positions which provide technical laboratory support services in the various subdisciplines of chemistry, i.e., those related to the composition, contamination, structure, properties, and reactions of matter on a variety of substances and materials (organic and/or inorganic). This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This series encompasses positions found in a laboratory environment in the University of Wisconsin, primarily in the State Laboratory of Hygiene; and the Division of Animal Health's Bureau of Veterinary Laboratories and the Division of Management Services' Bureau of Laboratory Services in the Department of Agriculture, Trade, and Consumer Protection. Chemistry Laboratory Technicians provide technical laboratory support activities including technical procedures, preparation of samples, reagents, glassware and test kits/apparatus, and records maintenance applied to: medicine, veterinary medicine, public health; disease control and epidemiology; agriculture, including fertilizer and other agrichemicals; and the testing of food, feed, meat, blood, tissue or other animal sample, and milk and dairy products. This work is performed in laboratories having one or more of the following functions: regulation and control; research and development; medical; veterinary medical; public health; environmental analysis; and/or general chemical analyses and examinations.

C. Exclusions

Excluded from this series are the following types of positions:

1. Supervisory and management positions as statutorily defined;
2. All other positions which are more appropriately identified by other classification specifications.
3. Positions responsible for performing chemical analyses of a professional scientific nature for a majority of the position's time, i.e., those positions classified as Chemists in the Professional Science Bargaining Unit;
4. Positions responsible for performing microbiological analyses of a technical support or a professional scientific nature for a majority of the position's time (i.e., the science that deals with microorganisms and their effects on other life forms), i.e., positions classified as Microbiology Laboratory Technician or as Microbiologist, respectively.

5. Positions related in any way to positions found in this series, but located in the Blue Collar, Security and Public Safety, or Professional Science Bargaining Units, e.g., Agrichemical Specialist; and,

6. Positions spending a majority of their time performing Environmental Laboratory Technician duties as defined in those classification specifications.

D. Entrance Into and Progression Through This Series

Employees typically enter entry level positions within this classification series by competitive examination. Progression to subsequent levels may be through competitive examination or by reclassification of a position level based on a logical and gradual change in the position's duties and responsibilities.

E. Definitions of Terms Used in This Classification Specification

Chemistry: The science that deals with the composition, contamination, structure, properties, and reactions of matter on a variety of substances and materials (organic and/or inorganic).

Technician: A person whose occupation requires training in a specific technical process(es).

Entry: The level of performance in a position at which the employee applies and develops basic skills in procedures, techniques, tools, materials and/or equipment appropriate to the area of specialization. Duties and tasks are standardized. Performs some more advanced functions as part of the training development. Resolves routine questions and problems and refers more complex issues to higher levels.

Full Performance: The level of performance in a position at which the employee applies basic and some advanced skills in procedures, techniques, tools, materials, and/or equipment appropriate to the area of specialization. Duties and tasks are frequently non-routine. Resolves most questions and problems and refers only the most complex issues to higher levels.

Senior: The level of performance in a position at which the employee applies advanced skills in the area of specialization. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Duties and tasks reflect substantial variety and complexity. Serves as a resource to others in resolution of complex problems and issues.

II. DEFINITIONS

CHEMISTRY LABORATORY TECHNICIAN, ENTRY

Positions allocated to this level are entry level Chemistry Laboratory Technicians. Entry level positions in these areas function in an apprentice capacity. They receive training in technical laboratory support procedures and may perform routine technical laboratory work relating to one or more of the various sub-disciplines of Chemistry. Organizationally, these positions are located in a designated laboratory. These positions are apprentice in nature and are under the technical guidance and review of higher-level Chemistry Laboratory Technicians and/or Chemists in a particular subdiscipline of chemistry. Close to limited supervision is provided by a Chemist Supervisor or other science-related supervisor.

CHEMISTRY LABORATORY TECHNICIAN, OBJECTIVE

Positions allocated to this level function as full performance Chemistry Laboratory Technicians with additional technical guidance and review by higher-level Chemistry Laboratory Technicians and/or Chemists in a specific specialty area/subdiscipline. Limited to general supervision is provided by a Chemist Supervisor or other science-related supervisor.

Objective level positions in these specialty areas are distinguished from entry level positions by an increased scope and range of the technical knowledge and skills required and the increased complexity of duties, including responsibility for performing routine tests and procedures under the guidance of Chemists. Positions at this level may collect, prepare, and identify samples; participate in laboratory quality control/quality assurance activities; complete and maintain records for technical procedures and tests; and assist in one or more laboratory areas/ specialties/subdisciplines as required.

Sample goals and worker activities include: participate in unit's quality assurance activities; test samples according to designated procedures provided by a Chemist; prepare samples; record test results and maintain appropriate records; perform back-up technician services; and maintain reagents and media as required.

Representative Position:

Chemistry Technician (Milk Standards) - DATCP's Bureau of Laboratory Services: Under general supervision, position provides assistance to laboratory's Chemists in laboratory procedures, including preparing reagents and chemical solutions, maintaining equipment and glassware, and ordering laboratory supplies; maintains records for the milk standards program; assists in the unit's quality assurance program, including assisting in maintaining equipment and instrumentation, assisting in analyzing QC samples for milk components, and implementing corrective changes as directed by unit leader.

CHEMISTRY LABORATORY TECHNICIAN, SENIOR

Positions allocated to this level are senior level Chemistry Laboratory Technicians. Senior level positions in this series are differentiated from lower level positions in that they function as the principal technician supporting specific specialty area(s) in a given section in a laboratory. Positions are expected to perform technical diagnostic, physical, and other routine chemical tests and/or procedures on routine and non-routine samples; assist lower level technicians in the performance of technical support duties, including procedures and tests; direct other chemistry technicians in sample preparation; provide more in-depth support to other scientists in the same program area; maintain supplies, equipment and/or instruments and provide technical support in the on-going function of the particular laboratory section or unit; and provide back-up support for other tests or procedures as required. These positions may also assist Chemists with special projects or research and may be involved in assisting with the training of lower level chemists technicians and technical staff and/or other outreach activities, e.g., the limited reporting of test results. Positions function under the technical guidance and review of a Chemist or other scientist(s) and under the general supervision of a Chemist Supervisor or another science-related supervisor.

Representative Positions:

Chemistry Technician - UW State Laboratory of Hygiene: Under the general supervision of a Chemist Supervisor, position performs manual chemistries for value assignment and reference methods, including preparation of standards, instrument set-up and results calculations in sodium, potassium and chloride reference method analyses; routine tests on biological samples by automated methods, including routine testing on the Kodak Ektachem, assessing quality control data, and instrument maintenance; and other routine maintenance procedures.

Chemistry Technician - DATCP's Bureau of Laboratory Services: Under the general supervision of a Chemist Supervisor, position independently performs component analysis on feeds, fertilizers, limestone, meat and milk. Position also provides assistance to section's Chemists by preparing samples for analysis, developing analyte

work- lists and maintaining bioassay colonies for test purposes. Position is also responsible for maintaining and participating in the laboratory's quality assurance, sample security, and data processing programs.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

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